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## Local Solicitation for HSIP Funding

Greater Minnesota, 2022 through 2025

September 2020

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## Table of Contents

Local Solicitation for HSIP Funding .....	1
2020 Local Solicitation.....	3
Funds Available.....	3
Solicitation Timeline .....	4
Key Changes in 2020.....	5
Application Review .....	5
Funding Match.....	5
Funding Maximum.....	5
Letter of Support: MPO .....	5
Letter of Support: MnDOT.....	5
Pilot: Project Development Funds.....	6
Reactive Projects .....	6
Requests for Additional Funds .....	6
Checklist for Application Completeness.....	7
Project Selection.....	8
Eligibility .....	8
Project Selection Criteria .....	8
Safety Planning .....	9
Reactive Projects .....	9
Ineligible Projects .....	10
Resources .....	11

## 2020 Local Solicitation

The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads.

The Minnesota program is structured to:

1. encourage widespread deployment of safety countermeasures,
2. engage local and state agencies, and
3. emphasize effective treatments

Funds are divided between local agencies and trunk highways based on fatal and serious injury crashes.

### Funds Available

The Office of Traffic Engineering (OTE) is soliciting for HSIP funding for the years 2022 through 2025. See tables below for approximate HSIP funds available by ATP.

This solicitation is the only way for HSIP funds to be applied to a project.

OTE strongly encourages submitting more projects than the minimum targets listed as savings can provide more dollars for quality projects. If funds are left unallocated in the first two years of the STIP after this solicitation, those funds may go to a project that can be delivered in the necessary timeframe.

ATP	2022	2023	2024	2025
1	0	0	350,000	1,700,000
2	0	0	420,000	800,000
3	320,000	1,200,000	2,900,000	3,400,000
4	780,000	0	930,000	1,300,000
6	540,000	2,300,000	2,300,000	2,300,000
7	600,000	0	1,400,000	1,400,000
8	360,000	980,000	1,100,000	1,100,000
<b>Total</b>	<b>2,600,000</b>	<b>4,480,000</b>	<b>9,400,000</b>	<b>12,000,000</b>

## Solicitation Timeline

Dates	Action
September 2020	Solicitation Open; Application Review available via State Aid
October 2020	Solicitation Open; Application Review available via State Aid
November 2020	Solicitation Open
<b>11/25/2020</b>	<b>APPLICATIONS DUE to <a href="mailto:SafetyProject.DOT@state.mn.us">SafetyProject.DOT@state.mn.us</a></b>
December 2020	Selection Committee Scoring
January 2021	Selection Committee Scoring
February 2021	Finalization and Award Letters
<b>02/05/2021</b>	<b>FINAL PROJECT AWARD RECOMMENDATIONS</b>

## Key Changes in 2020

State Aid and OTE recognize process improvements for the solicitation. Changes to the 2020 solicitation should:

1. Simplify documentation materials for applicants
2. Streamline project award process
3. Maintain rigor of safety selection process

## Application Review

Applications will be considered complete upon submission. Interpretation regarding the project application shall be determined by the State Traffic Safety Engineer and/or State Aid Traffic Safety Engineer.

State Aid is providing an opportunity to review applications for completeness and clarity. Consider contacting Girma Feyissa ([girma.feyissa@state.mn.us](mailto:girma.feyissa@state.mn.us)) to arrange a time for discussion.

## Funding Match

All federal safety funds require a 10% local match: this includes both HSIP and Section 164 funds.

## Funding Maximum

A maximum of \$400,000 per project. For multi-county applications, this maximum is per agency.

Q: Can an agency submit multiple applications?

A: Yes! The maximum applies per project. An agency can submit multiple applications for separate projects. Dividing a single logical project into multiple applications is not in the spirit of the solicitation.

Q: How does the maximum impact multi-agency projects?

A: The maximum applies per agency. An application in coordination with five counties would have a maximum of \$2,000,000 available (i.e. \$400,000 × 5 counties).

## Letter of Support: MPO

Agencies submitting projects within Metropolitan Planning Organization (MPO) boundaries should be discussing, coordinating, and prioritizing projects jointly. A letter of support from the MPO is required if any portion of the project falls within the boundaries one of the eight MPOs. The letter should outline support and/or prioritization for the planning organization.

For information on MPO boundaries and contacts, see [www.mndot.gov/planning/program/mpordcatp.html](http://www.mndot.gov/planning/program/mpordcatp.html).

## Letter of Support: MnDOT

A letter of support from the District Traffic Engineer (DTE) is required if any portion of the project falls within MnDOT right-of-way. For contact information, see [www.mndot.gov/trafficeng/contacts.html](http://www.mndot.gov/trafficeng/contacts.html).

## Pilot: Project Development Funds

Multi-county projects may be eligible for project development funds. For specifics and questions, please contact Girma Feyissa ([girma.feyissa@state.mn.us](mailto:girma.feyissa@state.mn.us)).

## Reactive Projects

To simplify the benefit-cost analysis, OTE will conduct the calculation. Information required from the applicant for the project includes:

- a. Number of sites or miles treated
- b. Five years of crash data (i.e. 2015-2019)
  - Fatal (K) crashes
  - Serious Injury (A) crashes
  - Moderate Injury (B) crashes
  - Possible Injury (C) crashes
  - Property Damage (PDO) crashes
- c. Estimated project costs (exclude right-of-way)
- d. Optional: description of any unique characteristics (e.g. greater average traffic growth)

NOTE: remember to set the filters to 2015 through 2019 in MnCMAT ([www.mndot.gov/stateaid/mncmat2.html](http://www.mndot.gov/stateaid/mncmat2.html)) if you submit an Intersection Report or a Section Report.

An example benefit-cost analysis worksheet is available at [www.mndot.gov/trafficeng/safety/hsip.html](http://www.mndot.gov/trafficeng/safety/hsip.html). An electronic copy of the analysis output will be available upon request.

## Requests for Additional Funds

If you are applying for additional safety funds to an already awarded project it will be necessary to review by Selection Committee. Please contact Girma Feyissa ([girma.feyissa@state.mn.us](mailto:girma.feyissa@state.mn.us)) regarding the process.

## Checklist for Application Completeness

The following table lists the minimum information required by the Selection Committee for project selection. Applications will be considered complete upon submission. Interpretation regarding the project application shall be determined by the State Traffic Safety Engineer and/or State Aid Traffic Safety Engineer.

State Aid is providing an opportunity to review applications for completeness and clarity. Consider contacting Girma Feyissa ([girma.feyissa@state.mn.us](mailto:girma.feyissa@state.mn.us)) to arrange a time for discussion.

Description of Project	Submit
All Safety Projects	<u>Complete Application Form:</u> <input type="checkbox"/> Name of lead agency <input type="checkbox"/> Name(s) of partner agencies <sup>1</sup> <input type="checkbox"/> Map or description of project location <input type="checkbox"/> Description of project treatment <input type="checkbox"/> Number of miles, intersections, or curves treated <input type="checkbox"/> Total project cost <input type="checkbox"/> Total requested federal funds <input type="checkbox"/> Preferred funding year <input type="checkbox"/> Description of site selection (e.g. CRSP ratings, crash history, other systemic considerations)
County Road Safety Plan (CRSP) Project	<input type="checkbox"/> Project sheet <sup>2</sup> <input type="checkbox"/> List of Recommended Projects with the star <input type="checkbox"/> Document considerations if project differs from plan
Reactive Project	<input type="checkbox"/> Number of crashes (2015 to 2019) by severity <input type="checkbox"/> Document any unique characteristics as needed
Any portion of project is located within Metropolitan Planning Organization (MPO)	<input type="checkbox"/> Letter of support or priority from MPO ( <a href="http://www.mndot.gov/planning/program/mpordcatp.html">www.mndot.gov/planning/program/mpordcatp.html</a> )
Any work will be performed in MnDOT right-of-way	<input type="checkbox"/> Letter of support or recognition from District Traffic Engineer ( <a href="http://www.mndot.gov/trafficeng/contacts.html">www.mndot.gov/trafficeng/contacts.html</a> )

NOTE: Due to issues in compatibility and accessibility, please use the Word template rather than a fillable form.

<sup>1</sup> Joint projects between Local Agency and MnDOT District will require selection by both local and district HSIP Selection Committees.

<sup>2</sup> Projects directly out of the CRSP have contain most application information on the Project Sheet; minimal supplemental information is needed.

## Project Selection

### Eligibility

1. Applications must be received on or before **November 25, 2020**
2. Application is complete, as described in the checklist above
3. Application specifies roadway and begin/end points
  - This will expedite the environmental review and historical site evaluation process
4. Reactive projects must have a benefit-cost ratio greater than 1.00
5. Only stand-alone projects will be considered
  - It is recognized that portions of larger projects have elements that improve the safety of an intersection or section of roadway. Safety features (e.g. guardrail) that are routinely provided as part of a broader project should be funded from the same source as the broader project.
6. Applicant(s) must agree to maintain any selected project for the life of the treatment

### Project Selection Criteria

Applications will be reviewed and scored by Selection Committee comprise of State Aid and OTE staff.

Description	Example Considerations
Is the project identified in a safety plan focusing on fatal and serious injury crashes?	County Road Safety Plan; documented systemic analysis
Is the project a low-cost solution?	Total cost per site or mile treated
Is the project a widely deployed solution?	Number of sites or miles treated
Does the project promote partnership between agencies?	Multi-county; county-city partnership; MnDOT-local partnership
Alignment with Program Goals	Site selection criteria; counter-measure effectiveness; MPO support/priority



## Safety Planning

While all low-cost/high-impact projects will be considered, the County Road Safety Plan should be a starting point for project identification. Both Phase 1 and Phase 2 plans are acceptable. Please include the project sheets from the plan when possible.

Priority will be based on:

1. High priority locations from either Phase 1 or Phase 2 safety plans
  - Risk factors will be considered for sites not included in the CRSP: please document the values
2. Non-priority locations from Phase 2 safety plans
  - Systemic projects
  - County nominated projects
3. Other safety planning focused on Fatal and Serious Injury crashes
  - Road Safety Audits
  - Intersection Control Evaluations
  - Other safety analysis

## Reactive Projects

Reactive projects will be considered but must have a B/C greater than 1.00 to be considered for funding. Locations must have a significant crash history that includes a fatal or serious injury crashes in the prior 5 years.

To simplify the benefit-cost analysis, OTE will conduct the calculation. Information required from the applicant for the project includes:

- a. Number of sites or miles treated
- b. Five years of crash data (i.e. 2015-2019)
  - Fatal (K) crashes
  - Serious Injury (A) crashes
  - Moderate Injury (B) crashes
  - Possible Injury (C) crashes
  - Property Damage (PDO) crashes
- c. Estimated project costs (exclude right-of-way)
- d. Optional: description of any unique characteristics (e.g. greater average traffic growth)

An example benefit-cost analysis worksheet is available at [www.mndot.gov/trafficeng/safety/hsip.html](http://www.mndot.gov/trafficeng/safety/hsip.html). An electronic copy of the analysis output will be available upon request.

## Ineligible Projects

- Conducting a Road Safety Audit
- Overlays
- Guardrail Updates
- Sign Upgrades
- “Force Account”: all projects must be done by a qualified contractor through design-bid-build process

Edgeline restriping projects will be considered for 6-inch edgelines only; these projects will be selected based on risk as identified in the County Road Safety Plans.

New or reconstructed signals will be considered if they meet the criteria contained in Appendix B.

## Resources

### Appendix A – Glossary and Links

#### *Annual HSIP Report*

FHWA maintains annual reports on the Highway Safety Improvement Program within each state. These reports highlight successes and challenges in administering the program and meeting performance measures.

[www.safety.fhwa.dot.gov/hsip/reports](http://www.safety.fhwa.dot.gov/hsip/reports)

#### *Minnesota Crash Mapping Analysis Tool (MnCMAT2)*

Five years of crash data is appropriate, 2015 to 2019. [www.mndot.state.mn.us/stateaid/mncmat2.html](http://www.mndot.state.mn.us/stateaid/mncmat2.html).

#### *Minnesota Strategic Highway Safety Plan (SHSP)*

The current 2020 SHSP outlines countermeasures and statewide focus areas in fatal and serious injury crashes.

[www.mndot.gov/trafficeng/safety/shsp/index.html](http://www.mndot.gov/trafficeng/safety/shsp/index.html).

For a statewide summary of focus area trends and crash characteristics, see “Appendix A: Focus Area Fact Sheets” (page 39) of the prior 2014 SHSP. [www.mndot.gov/trafficeng/safety/shsp/Minnesota\\_SHSP\\_2014.pdf](http://www.mndot.gov/trafficeng/safety/shsp/Minnesota_SHSP_2014.pdf)

#### *Traffic Engineering Manual (TEM)*

[www.mndot.gov/trafficeng/publ/tem/index.html](http://www.mndot.gov/trafficeng/publ/tem/index.html)

#### *Traffic Safety Fundamentals Handbook (2015)*

[www.mndot.gov/trafficeng/publ/fundamentals/2015-mndot-safety-handbook-reduced.pdf](http://www.mndot.gov/trafficeng/publ/fundamentals/2015-mndot-safety-handbook-reduced.pdf)

## Appendix B – HSIP and Signals

*Revised October 10, 2012*

In most cases, traffic signals are not safety control devices. They assign right of way for vehicles and are necessary for operational purposes. However, in some cases they can improve safety. The objective of the Highway Safety Improvement Program (HSIP) is to “reduce the occurrence of and the potential for fatalities and serious injuries resulting from crashes on all public roads” (23 CRF 924.5). Signal projects will be considered for funding provided they meet the following criteria.

Section 4 of the Minnesota Manual on Uniform Traffic Control Devices can be found at the link below:

[www.mndot.gov/trafficeng/publ/mutcd/mnmutcd2014/mnmutcd-4.pdf](http://www.mndot.gov/trafficeng/publ/mutcd/mnmutcd2014/mnmutcd-4.pdf)

### *New Signals*

Warrant 7, Crash Experience from the MMUTCD must be met. Specifically, “Five or more reported crashes, of the types susceptible to correction by a traffic control signal, have occurred within a 12-month period”. Exceptions to meeting this warrant may be made if an adequate case is made on how the new signal will reduce the number of, or potential for, fatalities and serious injuries.

All new signals shall meet current MnDOT design standards. If exceptions to incorporating these standards are necessary due to site specific conditions, explanation should be included with the application.

Installation of red light running (enforcement) lights is strongly encouraged. Installation costs are low when installed with new signals and they provide the benefit of red light running enforcement to be accomplished by one law enforcement officer, instead of two.

Documentation should be provided confirming that other intersection types were considered but are not feasible. Those considered should include intersection types that reduce the probability of severe right-angle crashes. Roundabouts restricted crossing u-turn (RCUT) intersections, and some other alternative intersection types fall into this category.

### *Existing Signals*

Rebuilding an existing signal system is only eligible for HSIP funding if it is necessary for implementation of a geometric improvement (constructing new lanes). The signal system is incidental to the primary safety improvement on these projects, which is geometric.

### *Retiming of Signal Systems*

The development and implementation of new signal timing plans for a series of signals, a corridor or the entire system is eligible.

## Appendix C – Narrow Shoulder Paving Guidelines

Guidelines for HSIP-funded narrow shoulder paving in conjunction with county resurfacing projects.

The HSIP steering committee agrees that when narrow shoulder paving projects have been funded through HSIP, it makes sense under certain circumstances to do the work in conjunction with a resurfacing project, rather than as a separate, stand-alone project. The steering committee is proposing revised guidelines on this issue that will affect future project selection.

The County Road Safety Plans (CRSPs) are identifying **6 miles per county per year** for narrow shoulder paving. This work involves the paving of existing aggregate or turf shoulders with 1 to 2 feet of pavement and the addition of a safety edge and a shoulder rumble strip or edgeline rumble stripe. The following guidelines are proposed for the selection of future HSIP projects on the local system:

- Narrow shoulder paving can be done in conjunction with resurfacing if the project is along one of the segments specifically identified in the CRSP for this type of work.
- The project can be at a different location than those identified in the CRSP if it is along a higher-risk segment, as identified in the CRSP. The CRSP assigns a risk rating to highway segments based on the following criteria: traffic volume, rate and density of road departure crashes, curve density and edge assessment. The risk rating ranges from 0 (lower risk) to 5 (higher risk). **If the proposed project is along a highway segment with a rating of 4 or 5, then it can be done in conjunction with a resurfacing project.** This process ensures that narrow shoulder paving is being done at locations of higher risk rather than being driven by the schedule of pavement rehabilitation projects.
- The shoulder paving must include a safety edge and either shoulder or edgeline rumble strips.
- The County should use regular construction dollars to upgrade guardrail and other safety hardware as part of the resurfacing project.

At this time, all other HSIP-funded project types on the local system will continue to be funded as separate, stand-alone projects.

## Appendix D – Delegated Contract Process

A brief overview of the Delegated Contract Process (DCP) has been provided below. The outlined criteria must be completed to meet the April 15th deadline requirement for all selected projects:

1. Environmental document prepared by sponsoring agency and approved by DSAE and SALT.
2. Right of Way and Utility Relocation certificate approved or condemnation proceedings have been formally initiated\*.
3. District State Aid Engineer (DSAE) approval of plans and a satisfactory review by State Aid that project plans are complete and reflect the project that was selected.
4. Engineer's Estimate and working days estimate including how working days were computed\*.
5. Request for Lab Services form\*.
6. Permits received or NPDES permit application filled out by sponsoring agency\*.
7. SALT requests DBE goal.
8. Plans reviewed and approved by SALT and returned to sponsoring agency with suggested changes.
9. SALT requests authorization for HSIP or HRRRP projects.
10. Bid opening can be set after authorization by SALT and sponsoring agency.
11. Sponsoring agency prepares proposal, sells project documents and advertises per State Statute (required ad language provided by SALT).
12. Bid opening should be within 90 days of authorization.
13. DBE clearance must be given by MnDOT Office of Civil Rights before project is awarded by sponsoring agency (if applicable).
14. Submit above information for all projects that will be included in the construction contract. Above Federal requirements will apply to all work included in the construction contract.

\* These items are all submitted to SALT along with DSAE approved plan set.

### *Additional Resources*

For detailed information about the FEDERAL (DCP) process, please visit our website:

[www.mndot.gov/stateaid/projectdelivery/pdp/dcp/dcp-checklist.pdf](http://www.mndot.gov/stateaid/projectdelivery/pdp/dcp/dcp-checklist.pdf)

For questions about the Federal Aid process, please contact Girma Feyissa ([girma.feyissa@state.mn.us](mailto:girma.feyissa@state.mn.us)) or your DSAE ([www.mndot.gov/stateaid/dsae.html](http://www.mndot.gov/stateaid/dsae.html)).